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| EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment | | Work Assignment Number 3-59 | | | | | | | | |
| | | <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001 | | | | | | | | |
| Contract Number EP-C-08-010 | Contract Period 12/16/2008 To 11/30/2012 Base Option Period Number 3 | Title of Work Assignment/SF Site Name Tech & Admin Sup for ORD/NCER | | | | | | | | |
| Contractor SCIENTIFIC CONSULTING GROUP, INC, THE | | Specify Section and paragraph of Contract SOW 21., 2.2, 2.3, 2.4 | | | | | | | | |
| Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval | | Period of Performance From 06/18/2012 To 11/30/2012 | | | | | | | | |
| Comments: | | | | | | | | | | |
| <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund | | | | | | | | | | |
| SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations data use EPA Form 1900-69A. | | | | | | | | | | |
| Line | DCN (Max 6) | Budget/FY (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
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| Contract Period: | | Cost/Fee: | | LOE: | | | | | | |
| 12/16/2008 To 11/30/2012 | | | | | | | | | | |
| This Action: | | | | | | | | | | |
| Total: | | | | | | | | | | |
| Work Plan / Cost Estimate Approvals | | | | | | | | | | |
| Contractor WP Dated: | | Cost/Fee: | | LOE: | | | | | | |
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| Cumulative Approved: | | Cost/Fee: | | LOE: | | | | | | |
| | | | | | | | | | | |
| Work Assignment Manager Name Roxanne McDowell | | | | | | | | Branch/Mail Code: | | |
| _____ (Signature) (Date) | | | | | | | | Phone Number 703-347-8084 | | |
| | | | | | | | | FAX Number: | | |
| Project Officer Name Verla Sutton-Busby | | | | | | | | Branch/Mail Code: | | |
| _____ (Signature) (Date) | | | | | | | | Phone Number: 202-564-6808 | | |
| | | | | | | | | FAX Number: | | |
| Other Agency Official Name | | | | | | | | Branch/Mail Code: | | |
| _____ (Signature) (Date) | | | | | | | | Phone Number: | | |
| | | | | | | | | FAX Number: | | |
| Contracting Official Name Renita Tyus | | | | | | | | Branch/Mail Code: | | |
| _____ (Signature) (Date) | | | | | | | | Phone Number: 513-487-2094 | | |
| | | | | | | | | FAX Number: 513-487-2109 | | |

PERFORMANCE WORK STATEMENT

Contract No. EP-C-08-010

Work Assignment Number: 3-59
Amendment No. 1

TITLE: Technical and Administrative Support Services for the Office of Research and Development, National Center for Environmental Research Peer Review Activities

WORK ASSIGNMENT MANAGER (WAM)

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BACKGROUND AND PURPOSE

The purpose of this amendment is to include three additional administrative tasks. The additions are noted on Page 4, item No. 2, and notes the: formatting of USB Drives with labels; and the making of name tags and table tents for the peer review meetings. The delivery schedule on Page 6 has been updated to reflect these changes.

The additions/changes are italicized.

The Environmental Protection Agency's (EPA) Office of Research and Development's (ORD) National Center for Environmental Research (NCER) is responsible for the following programs: Science to Achieve Results (STAR) research grant; the Greater Research Opportunities (GRO) fellowship; the People, Prosperity, and the Planet (P3); the Small Business Innovation Research (SBIR); as well as environmental research centers, and other Congressionally-mandated research areas. NCER maintains a central role in the solicitation and awarding of extramural agreements (alone or in conjunction with other Federal agencies such as the National Science Foundation (NSF), the Department of Energy (DOE), and the National Institutes of Health (NIH). Overall, these agreements are a significant component of the ORD's research strategy; they cover research conducted under the framework of research grants, cooperative agreements, research centers, education fellowships and the SBIR contracts program. Competition for these agreements is intense. For example, in FY 2012 NCER is expecting to receive approximately 75 - 100 GRO Undergraduate Fellowships applications and approximately 900 - 1,100 Grant/Cooperative Agreement applications. Of these applications, about 100 - 200 Grant/Cooperative Agreements will be awarded. A primary activity that is conducted by NCER in support of these programs is the peer review of applications submitted in response to annual solicitations of diverse environmental, scientific, engineering and technical research topics. NCER recognizes the importance of assuring the quality and utility of the information used in its programmatic decisions, and values the contribution of external peer review in achieving those results. High quality peer review is required to support the aims of the scientific work performed by NCER. The objective of the external peer review is to evaluate the applications for scientific and technical merit and to determine feasibility and soundness of the proposed research methodology in response to the Request for Applications (RFA) solicitations. This work assignment will provide technical and administrative support services for the scientific and technical peer reviews conducted by experts in the RFA research areas. The Peer Review Division (PRD) is responsible for managing NCER's peer review program.

As part of the selection process for awardees, NCER subjects all of the applications to some type of peer review to determine which have the greatest scientific merit. These reviews may take the form of a mail or a face-to-face (on-site) review meeting. A combination of mail and on-site reviews will be conducted during Fiscal Year (FY) 2012 - 2013. Mail reviews are conducted when a small number of applications are received. Mail reviewers complete their evaluations individually (at their home or office), the applications are discussed via a teleconference. The on-site review meetings are conducted when large numbers of applications are received. The on-site reviewers also complete their evaluations individually, but unlike mail reviewers, they convene to discuss their individual evaluations, develop a Peer Review Result document that reflects those discussions, and identify the best contenders based on scientific merit.

NCER uses the results of the reviews to select the top contenders that will undergo an internal relevancy review to determine those that best support EPA's mission and deserve award. The exact nature and sequence of reviews depend on the type of assistance agreement being processed.

The purpose of this work assignment is to provide technical and administrative support services for peer review meetings for the various response activities of assistance agreement programs.

The Contractor shall be authorized under this WA to travel (long distance – outside one hundred miles from the contractor assigned work location) when the travel is required to provide a direct service to the Government and upon receiving written technical direction by the WAM approving the travel (the Contractor shall not perform travel until the WAM specifically approves the travel). Travel and associated costs for such travel (lodging, per diem and incidental expenses) shall be reported on the travel monthly progress report and is allowable only in accordance with the limitations of the WA requirements. For planning purposes, please assume up to \$1,200 in travel costs to cover out-of-town (outside the Washington, D.C. area) travel for two (2) meetings.

The Contractor shall provide technical and administrative support services for peer review meetings as charted below by utilizing NCER's best estimate to details for the year's forthcoming activities/events.

| Description | Grants/Cooperative Agreements | Research Centers, SBIR, P3, Partnerships and Others |
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| Number of meetings | 20 to 25 | 10 to 30 |
| Number of reviewers/ participants | 5 - 25 | 5 – 20 (per meeting) |
| Duration of meeting | 1 to 3 days | 1 to 3 days |
| Location | Primarily the Washington Metropolitan Area | Primarily the Washington Metropolitan Area, and various areas throughout the U.S. |
| Time | January - December | January - December |

The exact schedule and specifications for these peer review meetings will depend on:

- (1) the number of received applications;

- (2) the need for a mail review (when responses to solicitations are low);
- (3) the need for sub-meetings because of the number of applications received within a given topic area.

The WAM shall provide a written technical direction (TD) about each peer review meeting as soon as that information is determined by NCER.

1. Upon receiving the WAM's written TD for a given peer review meeting, the Contractor shall contact the WAM via email or telephone within 24 hours (1 day) to discuss, address questions, and confirm the requirements for that meeting, including (but not limited to) dates, deadlines, schedules, need for sub-meeting rooms, and etc.
2. *Prior to each meeting (and using the TD provided by the WAM), the Contractor shall provide administrative support that includes, but is not limited to, the process of formatting USB pin drives and creating name tags and table tents for the meeting participants. The Contractor shall submit within 48 hours (2 business days) the processed USB drives to the WAM. The name tags and table tents are to be supplied and distributed on the first day of the meetings.*
3. For each meeting (and using the TD provided by the WAM), the Contractor shall provide administrative support that includes, but is not limited to, collecting, collating, typing, proofing, copying, and tabulating/inputting the results that are provided to them by the PRD Science Review Administrator (SRA) onto a provided spreadsheet.
4. For each meeting, the Contractor shall provide the appropriate number of laptops and printers to accommodate their staff to conduct the work. Based on the number of participants at a meeting and specified with the written TD, the Contractor shall provide up to an additional four (4) back-up laptops to prepare for any problems that may arise with peer reviewer laptops. If necessary, the Contractor shall contact any absent participant to check on the status of their arrival (a list of participants will be provided by the WAM to the Contractor for this task). The Contractor shall type the Peer Review Results document for each application that will require; to the extent that the peer reviewers have not typed their individual evaluation forms, the Contractor shall type these as well. The WAM will provide formats to the Contractor for both the individual evaluation and the peer review results forms. The meeting's peer review results documents will be finalized prior to the end of the meeting. In addition, at the end of each meeting, the Contractor shall collect and destroy the discarded hardcopy documentation and return to the WAM all CDs containing copies of the Grants and Fellowships Applications and the SBIR proposals that were sent to the peer reviewers. The Contractor shall shred all meeting documentation (as necessary) within accordance to the Federal Government's destruction regulations and provide a destruction completion certification document(s) to the WAM
5. For each meeting, a technical directive will be provided that indicates what form of rating is to be used based on the type of peer review being conducted (i.e., excellent, very good, good, fair and poor, or highly recommend, recommend or not recommend). Each rating is assigned a numeric value. The Contractor shall tabulate each peer reviewer's rating for each

application, using an electronic spreadsheet that is provided by the WAM (in advance of the meeting). The Contractor shall use the spreadsheet format to electronically capture, average, and display the numeric results of the peer reviewers' final discussion. At a minimum, the spreadsheet will indicate each peer reviewer's evaluation for each application (as identified by the tracking number assigned by NCER) as well as that applicant's average numeric rating: **Data input must be reviewed for Quality Assurance/Quality Control by someone other than the staff member who entered it, to ensure accuracy.** The Contractor will submit to the WAM within two (2) business days of the completed meeting, an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days will provide to the WAM the final electronic score file, an electronic (via e-mail) PDF "Recommended File" of those Peer Review Results with specified ratings that passed peer review (accessible as individual files). The Contractor will submit to the WAM within five (5) business days of the completed meeting, two (2) PDF CD containing **all** Peer Review Results, one set of Peer Review Results in hardcopy, two (2) PDF CD containing **all** reviewers' Individual Evaluation documents and one (1) PDF CD containing the "Recommended Files" as noted above.

6. For the SBIR meeting, the Contractor shall submit to the WAM a final score file within three (3) business days of the completed peer review meeting, an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days will provide to the WAM the final electronic score file. A total of five (5) days for the submission of this process. The Contractor shall prepare and provide to the WAM within five (5) business days of the completed meeting, an electronic PDF "Recommended File" of the Peer Review Results with specified ratings that passed peer review (accessible as individual files), three CDs containing PDF "Official Peer Review Results" files of **all** the meeting's Peer Review Results (accessible as individual files), four sets of **all** Peer Review Results hardcopies, three rewriteable CDs in "Word" software, containing **all** Peer Review Results titled "Debriefing Information" files (the results documents are accessible as individual files) and one CD containing PDF of **all** reviewers' Individual Evaluation documents.
7. For Centers and "Special" peer review meetings specified by the WAM, the Contractor shall prepare and submit for the WAM's approval, the results report for which this report will provide all proceedings of that meeting. The WAM will provide a format for the report to the Contractor.

DELIVERABLES AND DELIVERY SCHEDULE

1. Provide a project plan and budget within 15 days after the effective date of the work assignment.
2. The following table captures the delivery schedule for Administrative Support for Peer Review Meetings:

| SUBTASK | DUE DATE |
|---|--|
| 1. Contact the WAM to discuss the TD of the specified requirements. | Within 24 hours, (1 day) after receiving the written TD specifications from the WAM. |
| 2. <i>Administrative Support: As indicated within the TD, copy the provided formatted Individual Evaluation Forms and instructions onto provided USB pin drives; create and apply labels onto pin drives; create name tags and table tents for meeting participants.</i> | <i>Within 48 hours (2 days) after receiving the written TD specifications from the WAM.</i> |
| 3 – 6. Administrative Support: As indicated within the TD, provide any needed computer equipment; preparation of Peer Review Results and Individual Evaluations; tabulation of screening-level <u>final scores</u> . In addition, collect and destroy the discarded hardcopy documentation and return CDs containing copies of the applications/proposals sent to the peer reviewers. | <p>Computer equipment shall be installed on site and as soon as the meeting room is available to the Contractor. Sufficient lead time must be scheduled to allow for set-up, debugging and any replacement to occur prior to the start of the meeting.</p> <p>Upon the approval by the WAM, the <u>final</u> electronic <u>Score file</u> delivered within three (3) business days of WAM's approval, electronic <u>Recommended File</u> delivered within two (2) business days of the final approved score file and meeting's CD files and hardcopies delivered within five (5) business days of completion of the meeting. Upon the approval by the WAM the <u>final</u> SBIR electronic files shall be delivered within five (5) business days. Meeting's Results and Debriefing CD Files and hardcopies shall be delivered within seven (7) business days of completion of the meeting. Periodically, submit destruction records for the shredded documentation from the meetings to the WAM.</p> |
| 7. Reports for Centers and "Special" Peer Review Meetings. | Upon completion of a Center or "Special" peer review meeting, the "Draft" report shall be delivered to the WAM for review within seven (7) business days . Upon the approval of the "Draft" report by the WAM, a final report shall be delivered to the WAM within five (5) business days . |

REPORTING REQUIREMENTS

1. The Contractor shall notify the WAM immediately of any problems that may impede the performance of the work under this Work Assignment. **If a delivery schedule on any of the deliverables is delayed, the Contractor shall provide a daily update to the WAM identifying the problem/issue.**
2. Each month the Contractor shall submit **an electronic (via E-mail)** copy of the technical and financial progress report outlining completed work and project changes, and resources consumed. The Contractor shall provide the WAM with a financial report detailing the cost breakdown of resources consumed for **each** meeting: administrative and conference rooms rate, staff hours and rates, other direct costs (ODCs), travel costs and all penalties and refunds.
3. Computer files delivered to the WAM on CD must meet government archival standards, except when using a technical direction provided by the WAM, requesting document(s) preparation and delivery on a USB Drive (a.k.a. Memory Stick) or other electronic media. The official word processing application for EPA is Microsoft Word.
4. As experience is gained with the administrative and meeting support, the Contractor shall identify and make recommendations about aspects that could be improved. NCER is particularly interested in receiving suggestions about methods to increase electronic transactions and decrease hardcopy transactions.

TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel.

MANAGEMENT CONTROLS

The Contractor's staff, will be located at the Contractor's off-site location. **The WAM (or alternate) will be the single point of contact with the Contractor's team leader unless prior approval is given by the WAM or Alternate.** All technical directions (as identified above and as required due to unforeseen circumstances or the need for EPA decisions) will be provided in writing. The Contractor's employees will be identified for all activities that are performed on behalf of the EPA, such as but not limited to telephone calls, E-mails and at the Peer Review Meetings. An EPA employee will be in attendance of each meeting to manage and oversee the actual peer review procedures.

The Contractor personnel shall identify themselves as a contractor at all time while during EPA business (telephone calls, e-mails, meetings and etc.). The Contractor personnel shall clearly identify the corporate affiliation of the start of any meeting. While attending EPA-sponsored meetings, conference, symposia, or while on a Government site, the Contractor personnel shall wear

a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia and etc.

ADDITIONAL MANAGEMENT CONTROLS

The Contractor's employees shall be identified for all activities that are performed on behalf of the EPA, such as but not limited to telephone calls, E-mails and at the Peer Review Meetings. An EPA employee will be in attendance of each meeting to manage and oversee the actual peer review procedures.

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| | | | | | | FAX Number: | |
| Contracting Official Name Renita Tyus | | | | | | Branch/Mail Code: | |
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| | | | | | | FAX Number: 513-487-2109 | |

WORK ASSIGNMENT

Contract No. EP-C-08-010

Work Assignment Number: 3-59

June 18, 2012 through November 30, 2012

TITLE: Technical and Administrative Support Services for the Office of Research and Development, National Center for Environmental Research Peer Review Activities

PROJECT OFFICER (PO)/WORK ASSIGNMENT MANAGER (WAM)

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Peer Review Division (8725PY)
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ALTERNATE PO AND WAM

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PHYSICAL ADDRESS OF PO/WAM AND ALTERNATE:

One Potomac Yard (South)
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BACKGROUND AND PURPOSE

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2. For each meeting (and using the TD provided by the WAM), the Contractor shall provide administrative support that includes, but is not limited to, collecting, collating, typing, proofing, copying, and tabulating/inputting the results that are provided to them by the PRD Science Review Administrator (SRA) onto a provided spreadsheet.
3. For each meeting, the Contractor shall provide the appropriate number of laptops and printers to accommodate their staff to conduct the work. Based on the number of participants at a meeting and specified with the written TD, the Contractor shall provide up to an additional four (4) back-up laptops to prepare for any problems that may arise with peer reviewer laptops. The Contractor shall type the Peer Review Results document for each application that will require; to the extent that the peer reviewers have not typed their individual evaluation forms, the Contractor shall type these as well. The WAM will provide formats to the Contractor for both the individual evaluation and the peer review results forms. The meeting's peer review results documents will be finalized prior to the end of the meeting. In addition, at the end of each meeting, the Contractor shall collect and destroy the discarded hardcopy documentation and return to the WAM all CDs containing copies of the Grants and Fellowships Applications and the SBIR proposals that were sent to the peer reviewers. The Contractor shall shred all meeting documentation (as necessary) within accordance to the Federal Government's destruction regulations and provide a destruction completion certification document(s) to the WAM
4. For each meeting, a technical directive will be provided that indicates what form of rating is to be used based on the type of peer review being conducted (i.e., excellent, very good, good, fair and poor, or highly recommend, recommend or not recommend). Each rating is assigned a numeric value. The Contractor shall tabulate each peer reviewer's rating for each application, using an electronic spreadsheet that is provided by the WAM (in advance of the meeting). The Contractor shall use the spreadsheet format to electronically capture, average, and display the numeric results of the peer reviewers' final discussion. At a minimum, the spreadsheet will indicate each peer reviewer's evaluation for each application (as identified by the tracking number assigned by NCER) as well as that applicant's average numeric rating: **Data input must be reviewed for Quality Assurance/Quality Control by someone other than the staff member who entered it, to ensure accuracy.** The Contractor will submit to the WAM within two (2) business days of the completed meeting, an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days will provide to the WAM the final electronic score file, an electronic (via e-mail) PDF "Recommended File" of those Peer Review Results with specified ratings that passed peer review (accessible as individual files). The Contractor will submit to the WAM within five (5) business days of the completed meeting, two (2) PDF CD containing **all** Peer Review Results, one set of Peer Review Results in hardcopy, two (2) PDF CD containing **all** reviewers' Individual Evaluation documents and one (1) PDF CD containing the "Recommended Files" as noted above.

5. For the SBIR meeting, the Contractor shall submit to the WAM a final score file within three (3) business days of the completed peer review meeting, an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days will provide to the WAM the final electronic score file. A total of five (5) days for the submission of this process. The Contractor shall prepare and provide to the WAM within five (5) business days of the completed meeting, an electronic PDF "Recommended File" of the Peer Review Results with specified ratings that passed peer review (accessible as individual files), three CDs containing PDF "Official Peer Review Results" files of **all** the meeting's Peer Review Results (accessible as individual files), four sets of **all** Peer Review Results hardcopies, three rewriteable CDs in "Word" software, containing **all** Peer Review Results titled "Debriefing Information" files (the results documents are accessible as individual files) and one CD containing PDF of **all** reviewers' Individual Evaluation documents.
6. For Centers and "Special" peer review meetings specified by the WAM, the Contractor shall prepare and submit for the WAM's approval, the results report for which this report will provide all proceedings of that meeting. The WAM will provide a format for the report to the Contractor.

DELIVERABLES AND DELIVERY SCHEDULE

1. Provide a project plan and budget within 15 days after the effective date of the work assignment.
2. The following table captures the delivery schedule for Administrative Support for Peer Review Meetings:

| SUBTASK | DUE DATE |
|--|---|
| 1. Contact the WAM to discuss the TD of the specified requirements. | Two (2) days after receiving the written TD specifications from the WAM. |
| 2. If indicated within the TD, provide any needed computer equipment and/or copier | Installed on site and as soon as the meeting room is available to Contractor. Sufficient lead time must be scheduled to allow for set-up, debugging, and any replacement to occur prior to the start of the meeting. |
| 3 – 5. Administrative support; preparation of Peer Review Results and Individual Evaluations; tabulation of screening-level <u>final scores</u> . In addition, collect and destroy the discarded hardcopy documentation and return CDs containing copies of the applications/proposals sent to the peer reviewers. | Upon the approval by the WAM, the <u>final electronic Score file</u> delivered within three (3) business days of WAM's approval , electronic <u>Recommended File</u> delivered within two (2) business days of the final approved score file and meeting's CD files and hardcopies delivered within five (5) business days of completion of the meeting. Upon the approval by the WAM the <u>final SBIR electronic files</u> shall be delivered within five (5) business days . Meeting's Results and Debriefing CD Files and hardcopies shall be delivered within seven (7) business days of completion of the meeting. Periodically, submit destruction records for the shredded documentation from the meetings to the WAM. |
| 6. Reports for Centers and "Special" Peer Review Meetings. | Upon completion of a Center or "Special" peer review meeting, the "Draft" report shall be delivered to the WAM for review within seven (7) business days . Upon the approval of the "Draft" report by the WAM, a final report shall be delivered to the WAM within five (5) business days . |

REPORTING REQUIREMENTS

1. The Contractor shall notify the WAM immediately of any problems that may impede the performance of the work under this Work Assignment. **If a delivery schedule on any of the deliverables is delayed, the Contractor shall provide a daily update to the WAM identifying the problem/issue.**
2. Each month the Contractor shall submit **an electronic (via E-mail)** copy of the technical and financial progress report outlining completed work and project changes, and resources consumed. The Contractor shall provide the WAM with a financial report detailing the cost breakdown of resources consumed for **each** meeting: administrative and conference rooms rate, staff hours and rates, other direct costs (ODCs), travel costs and all penalties and refunds.
3. Computer files delivered to the WAM on CD must meet government archival standards, except when using a technical direction provided by the WAM, requesting document(s) preparation and delivery on a USB Drive (a.k.a. Memory Stick) or other electronic media. The official word processing application for EPA is Microsoft Word.
4. As experience is gained with the administrative and meeting support, the Contractor shall identify and make recommendations about aspects that could be improved. NCER is particularly interested in receiving suggestions about methods to increase electronic transactions and decrease hardcopy transactions.

TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel.

MANAGEMENT CONTROLS

The Contractor's staff, will be located at the Contractor's off-site location. **The WAM (or alternate) will be the single point of contact with the Contractor's team leader unless prior approval is given by the WAM or Alternate.** All technical directions (as identified above and as required due to unforeseen circumstances or the need for EPA decisions) will be provided in writing. The Contractor's employees will be identified for all activities that are performed on behalf of the EPA, such as but not limited to telephone calls, E-mails and at the Peer Review Meetings. An EPA employee will be in attendance of each meeting to manage and oversee the actual peer review procedures.

The Contractor personnel shall identify themselves as a contractor at all time while during EPA business (telephone calls, e-mails, meetings and etc.). The Contractor personnel shall clearly identify the corporate affiliation of the start of any meeting. While attending EPA-sponsored meetings, conference, symposia, or while on a Government site, the Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly

prohibited from acting as a representative of the Agency at meetings, conferences, symposia and etc.

ADDITIONAL MANAGEMENT CONTROLS

The Contractor's employees shall be identified for all activities that are performed on behalf of the EPA, such as but not limited to telephone calls, E-mails and at the Peer Review Meetings. An EPA employee will be in attendance of each meeting to manage and oversee the actual peer review procedures.

The Contractor personnel shall identify themselves as a contractor at all time while during EPA business (telephone calls, e-mails, meetings and etc.). The Contractor personnel shall clearly identify the corporate affiliation of the start of any meeting. While attending EPA-sponsored meetings, conference, symposia, or while on a Government site, the Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia and etc.

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5. For the SBIR meeting, the Contractor shall submit to the WAM a final score file within three (3) business days of the completed peer review meeting, an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days will provide to the WAM the final electronic score file. A total of five (5) days for the submission of this process. The Contractor shall prepare and provide to the WAM within five (5) business days of the completed meeting, an electronic PDF "Recommended File" of the Peer Review Results with specified ratings that passed peer review (accessible as individual files), three CDs containing PDF "Official Peer Review Results" files of **all** the meeting's Peer Review Results (accessible as individual files), four sets of **all** Peer Review Results hardcopies, three rewriteable CDs in "Word" software, containing **all** Peer Review Results titled "Debriefing Information" files (the results documents are accessible as individual files) and one CD containing PDF of **all** reviewers' Individual Evaluation documents.
6. For Centers and "Special" peer review meetings specified by the WAM, the Contractor shall prepare and submit for the WAM's approval, the results report for which this report will provide all proceedings of that meeting. The WAM will provide a format for the report to the Contractor.